



JOB DESCRIPTION

<u>Job Title:</u>	Deputy Building Official
<u>Department:</u>	Community Development Department
<u>Reports To:</u>	Building Official
<u>Overtime Classification:</u>	Non-Exempt
<u>Date:</u>	Rev. 10/2016

Definition:

Assist the Building Official in overseeing and managing the operations of the Building Safety Division of the Community Development Department. Ensure the regulation of construction work and/or conditions involving the development, use, and maintenance of land and structures to secure compliance with pertinent state and/or city building, mechanical, plumbing, energy and related codes. Perform building inspection and code enforcement activities of the city and review construction plans. This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation.

This position is ideally intended a means of Promotion-in-place (PiP) for internal candidates, only, who have met the criteria set forth to apply for the PiP program. When this job description is utilized for recruiting from outside the city, this position is not eligible for further Promotion-in-place. Therefore, the candidate filling this position would be only eligible for regular promotion as determined by the city manager and department head, based on the future needs of the city (such as into a vacated Building Official position).

Supervision:

Works under the direct supervision of the Chief Building Official for day-to-day technical support and work schedule approval.

Essential Job Functions:

- Assist the Building Official to ensure that all city-adopted building, zoning, and construction codes, standards, specifications, policies, procedures, and interpretations are properly applied, enforced and updated.
- Assist the Building Official to manage coordination of building, and site development engineering permit review and inspection processes.
- Assist the Building Official in advising, preparing, and developing recommendations to the city administration regarding the need for new ordinances. Prepare agenda bills for city council review and approval.
- Assist the Building Official in providing direction in the inspection of building construction and site development projects to assure structural and architectural components are in compliance with city-adopted building construction, fire codes, and standards. Provide assistance and recommendations of alternate methods of construction to meet the intent of each related code.
- Assist the Building Official with written building code interpretations for division consistency of application.
- Assist the Building Official in Developing, implementing and monitoring the quality and production standards for division operations.

- Assist the Building Official in developing division goals and methods for achievement that correlate with and compliment city council direction.
- Assist the Building Official in developing and maintaining standardized public information.
- Provide assistance to architects, engineers, contractors, developers, and the general public concerning structural, architectural, mechanical, plumbing, and site construction issues.
- Assist with, and provide direction in, the review of building construction plans and engineering calculations for structural, mechanical, and architectural components, to ensure compliance with all applicable codes and recommend method of compliance to meet the intent of each related item.
- Review building, plumbing, mechanical, energy, and state adopted codes. Provide interpretation and recommendations to permit applicants, the public, and development design professionals to ensure an understanding of construction code purposes and provisions, while assisting them in achieving code-compliant designs.
- Examine and analyze complex plans and related documents associated with permit applications to determine compliance with pertinent state and/or local codes; approve plans for permit issuance if code compliance is demonstrated; communicate details of non-compliance to applicant for correction.
- Coordinate plan review activities with other city staff, city and appropriate city, county and/or state government agencies for proposals requiring multi-agency review.
- Review assigned construction plans and engineering calculations for structural, mechanical, plumbing and architectural components to ensure compliance with all applicable codes, and recommend method of compliance to meet the intent of each related item.
- Assist other city staff by providing technical information relating to code requirements; providing specific project development design details in order to achieve code compliance; and in coordinating permit process activities and documentation.
- Create and maintain records of plan review, building inspections, and related activities.
- Develop & provide technical training to inspection staff.
- Inspect assigned construction projects to assure all structural and architectural components are in compliance with all building construction and fire codes. Provide assistance and recommendations of alternate methods of construction to meet the intent of each related code.
- Driving is essential in order to perform essential job functions (see "Special Requirements," below).

Non-Essential Job Functions:

- Provide customer service at the front counter, as required, to the general public, contractors and developers.
- Participate in and assist with ongoing Building Safety Division plans and activities to improve customer service, productivity and efficiency in the delivery of related services.
- Perform other duties, as directed, of a similar nature.

Qualifications:

Knowledge of:

- Principles & practices of geotechnical engineering, including soil analysis & foundation engineering.
- Principles and practices of structural engineering.
- Principles and practices of the development and execution of the permit process, inspection and code enforcement methods, techniques, processes, procedures, and related documents.

- Architectural, engineering and cartographic expressions of development designs, the International Building Code, International Mechanical Code, Uniform Plumbing Code, Washington State Energy Code, Washington State amendments to the International Codes, Fire Codes, and related standards, codes and other applicable regulations governing the development, construction, use and maintenance of land and structures.
- Construction terminology.
- Laws, regulations, and ordinances governing area of assignment.
- City government functions and policies.
- Operation of a personal computer and various software programs.
- Modern office practices, procedures and equipment.

Ability to:

- Perform and analyze complete structural calculations.
- Comprehend and apply technical information.
- Understand principles & practices of fire suppression systems.
- Communicate effectively, both orally and in writing, including correct English usage, grammar spelling, punctuation and vocabulary.
- Work independently with minimal direction.
- Effectively resolve conflicts in a positive manner.
- Communicate effectively, both orally and in writing.
- Work under pressure with interruptions and challenging deadlines.
- Utilize computer and appropriate software to perform essential functions of the job.
- Organize and prioritize work assignments.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Physical ability to perform essential job functions.

Education and Experience:**Minimum Criteria:**

High school diploma or GED equivalent, ICC Certification as a Plans Examiner, and a minimum of two (2) ICC Inspector Certifications in either Building, Plumbing, or Mechanical Codes. Four (4) or more years of experience as a Plans Examiner and Two (2) or more years of experience as a Building Inspector in a municipality. An equivalent combination of relevant education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above may be taken into consideration.

Preferred Criteria: *(In addition to Minimum Criteria)*

ICC Certification in all the following: Building Official, Building Inspector, and Mechanical Inspector. IAPMO Plumbing Inspector Certification, building construction and site development experience, and Emergency Operations Center experience. Eight (8) or more years of relevant experience in a municipality.

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- Driving record with acceptable results in accordance with the city's insurance authority standards.
- Completion of a nationwide criminal background search with acceptable results.
- Maintain current certification(s).
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing.
- **Frequent Demands:** Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional to Somewhat Frequent Demands:** Climbing ladders, entering confined spaces, exerting force, manipulating hand and/or foot controls, working in elevated areas.